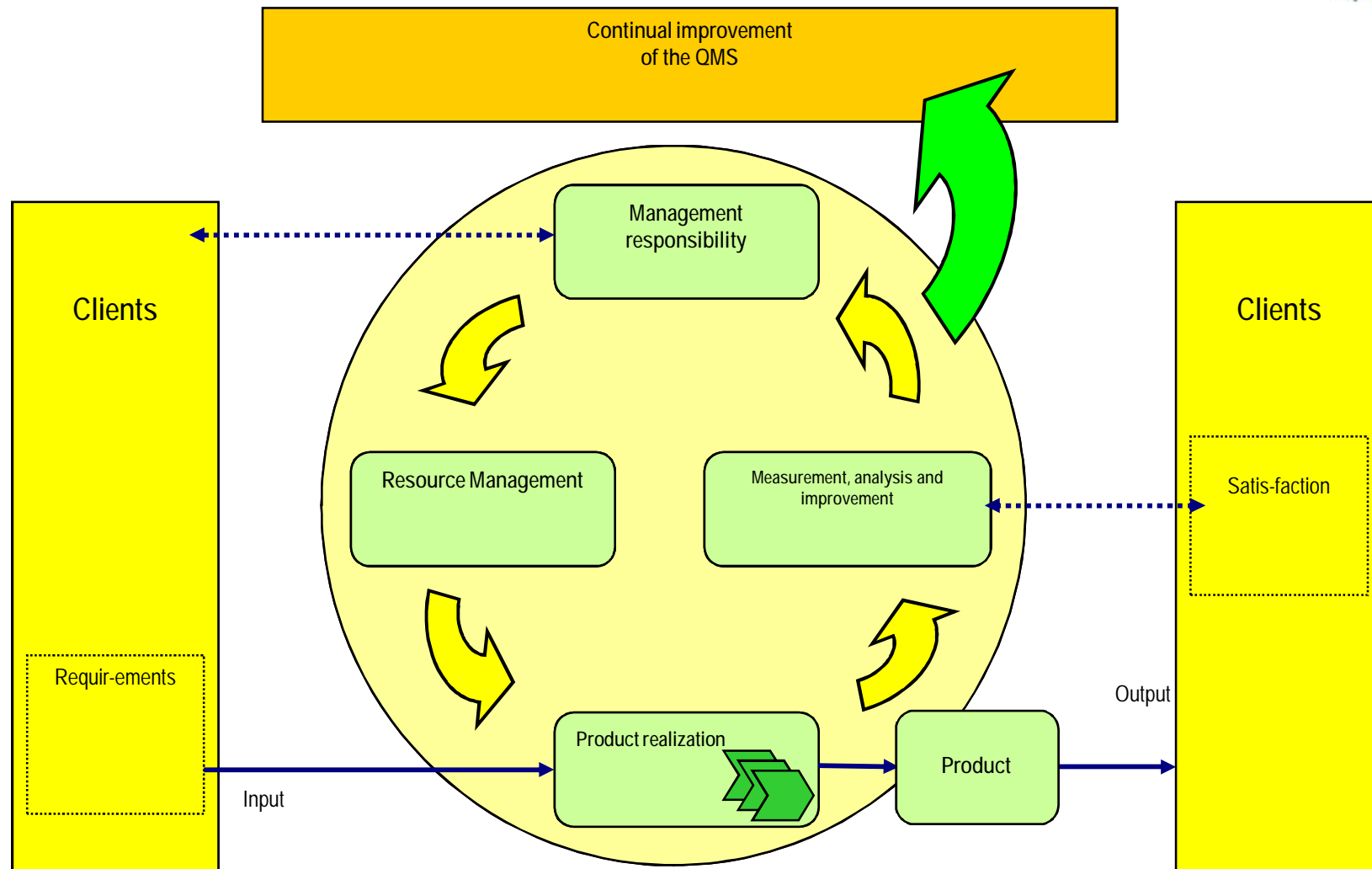




# POST-HARVEST STANDARDS



Nach ISO 9001 : 2000, angepasst

Key:



Value-adding activities



Information flow



# B.R.C.

## **British** **Retail** **Consortium**

Has issued three standards that currently in use, namely for

- Packaging
- Identity Preserved Non-Genetically Modified Food Ingredients
- Consumer Products

BRC Global Standard Food

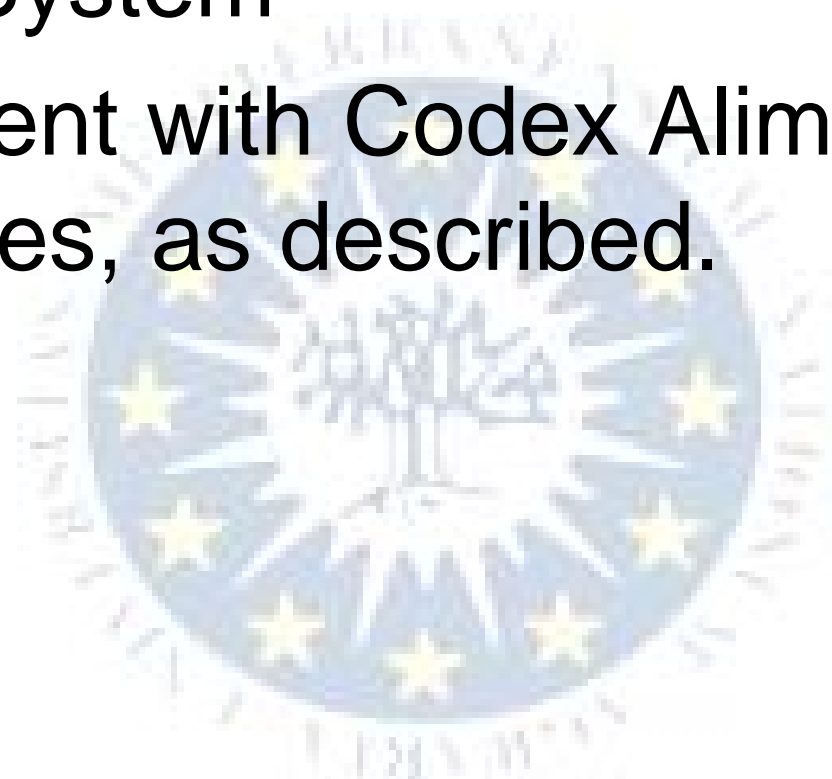
Aim: Safety, legality and quality of foodstuffs



# BRC Requirements

## HACCP System

Consistent with Codex Alimentarius guidelines, as described.



# Quality Management System



The operation has to have a written quality system that is applied, reviewed and, when necessary, amended. The basis of this system has to be the Quality Policy.

Other aspects of the Quality Management system are:

- The Quality Manual
- The Organisational structure, descriptions of responsibilities and authorities of key staff and lines of reporting.
- Commitment of the Management to the implementation of the system.



- A system for reviewing and, when necessary, amending the HACCP and quality management systems.
- A commitment of the management to provide all resources for system implementation.
- A system of internal auditing, to establish if the system is suitable, effective and correctly implemented.
- A system to control purchasing of raw and packaging materials and services.
- A documentation control system.



- Procedures to be followed for processes which affect product safety, quality and legality.
- A system of record keeping.
- Procedures to implement corrective actions.
- A traceability system capable of tracing materials from raw material source to finished product.
- A system for managing incidents and product recall.
- A system of dealing with complaints regarding the products.

# Factory Environment Standards



- Suitability and maintenance of the factory to avoid contamination.
- Perimeter and grounds should be maintained and suitable for the operation.
- The factory should be designed so that product flow is one way and the risk of cross contamination is minimised.
- Walls, ceilings, floors, lighting, windows and doors should be suitable for the operation.





- Equipment should be suitable and well maintained.
- There should be suitable staff facilities.
- Appropriate standards of hygiene should be maintained.
- There should be suitable systems for waste disposal.
- There should be a plan for pest control.
- All vehicles used for transportation of raw or packaging materials and final products should be suitable.



## Product Control

- Products should be designed to minimise safety hazards and risks.
- Packaging should be suitable. Materials should be handled so that contamination risks are minimised.
- There should be in-house or subcontracted analyses of the products.
- There should be procedures to avoid cross contamination.



- Materials should be consumed in the correct order and within their shelf life.
- There should be procedures to minimise the risk of metal or other foreign body contamination.
- Products should not be released unless all procedures have been followed.
- There should be procedures for handling of products which do not conform to the safety, quality and legality requirements.



# Process Control

- Conditions which affect product safety, quality and legality should be controlled, monitored and recorded.
- There should be a system of product quantity control.
- Equipment and processes should be validated.
- Measuring devices should be checked and calibrated.
- There should be procedures for special handling requirements.



## Personnel

- There should be personal hygiene standards for workers, management, subcontractors and visitors to the production areas.
- All personnel coming into contact with the products should undergo medical screening.
- There should be protective clothing issued to workers, management, subcontractors and visitors to the production areas.
- All personnel should undergo training for their activities.



- 1 opening meeting
- 2 document review
  - HACCP or hazard and risk management system
  - quality management system
- 3 factory inspection
- 4 check back of audit trails, verify and further documentation checks
- 5 final evaluation of findings by the evaluator in preparation for the closing meeting
- 6 closing meeting.



## **Non-conformities**

The evaluation will assess the nature and significance of any non-conformity

There are three levels of non-conformity

### **1 Critical**

There is a critical failure to comply with a food safety or legal issue.



## Non-conformities

### 2 Major

- a) There is a substantial failure to meet the requirements of a statement of intent and/or
- b) There is a failure to meet any clause of the Standard and/or
- c) A situation, which would on the basis of available objective evidence raise significant doubt as to the conformity of the product being supplied.



# Non-conformities



## 3 Minor

a) Where absolute compliance to the statement of intent has not been met, but on the basis of objective evidence the conformity of the product is not in doubt and/or

b) a clause has not been fully met, but on the basis of objective evidence the conformity of the product is not in doubt.

# IFS



The International Food Standard (IFS) was developed by co-operating German retailers to be used as a common quality management standard adopted by all producers, suppliers, wholesalers and retailers in the food sector. The latest issue of the Standard has also been adopted by French retailers, while it is being considered by trade associations in the Netherlands, Austria and Poland.

# IFS : Sections



- **Quality System Management**
- **Management Responsibility**
- **Resource management**
- **Product realisation**
- **Measurement, Analysis and Improvement**

# IFS : EVALUATION



**The standard includes 336 clauses, classified in the following categories:**

- A. Foundation Level ( 230 ) : They are the minimum requirements for a food processing and/or handling establishment. Four of these are characterised as K.O. Failure in one of those means that certification is not awarded.**
- B. Higher Level ( 60 ) : They reflect high standards in a food processing and/or handling operation.**
- C. Recommendations ( 46 ) : They are voluntary and apply to operations wishing to apply best practises in the food sector.**

# IFS : EVALUATION



**A, B, C, D**



| Result | Explanation                                | Foundation level | Higher level | Recommendation |
|--------|--------------------------------------------|------------------|--------------|----------------|
| D      | The criterion is not implemented           | 0 point          | 0 point      | no point       |
| C      | Small part of the criterion is implemented | 5 points         | 3 points     | no point       |
| B      | Almost full compliance                     | 15 points        | 7 points     | no point       |
| A      | Full compliance                            | 20 points        | 10 points    | 5 points       |

... ..

# IFS : EVALUATION



**Major non-conformance: linked to the process, the product**

- substantial failure or non-conformance which can lead to a serious health hazard
- major non-conformance has to be related to an audit item. Decision will be done by the auditor.

| Result | Explanation           | Foundation level                                          |
|--------|-----------------------|-----------------------------------------------------------|
| D      | Item does not conform | <b>15%</b><br>of possible total amount will be subtracted |

# IFS : EVALUATION



**K.O.**

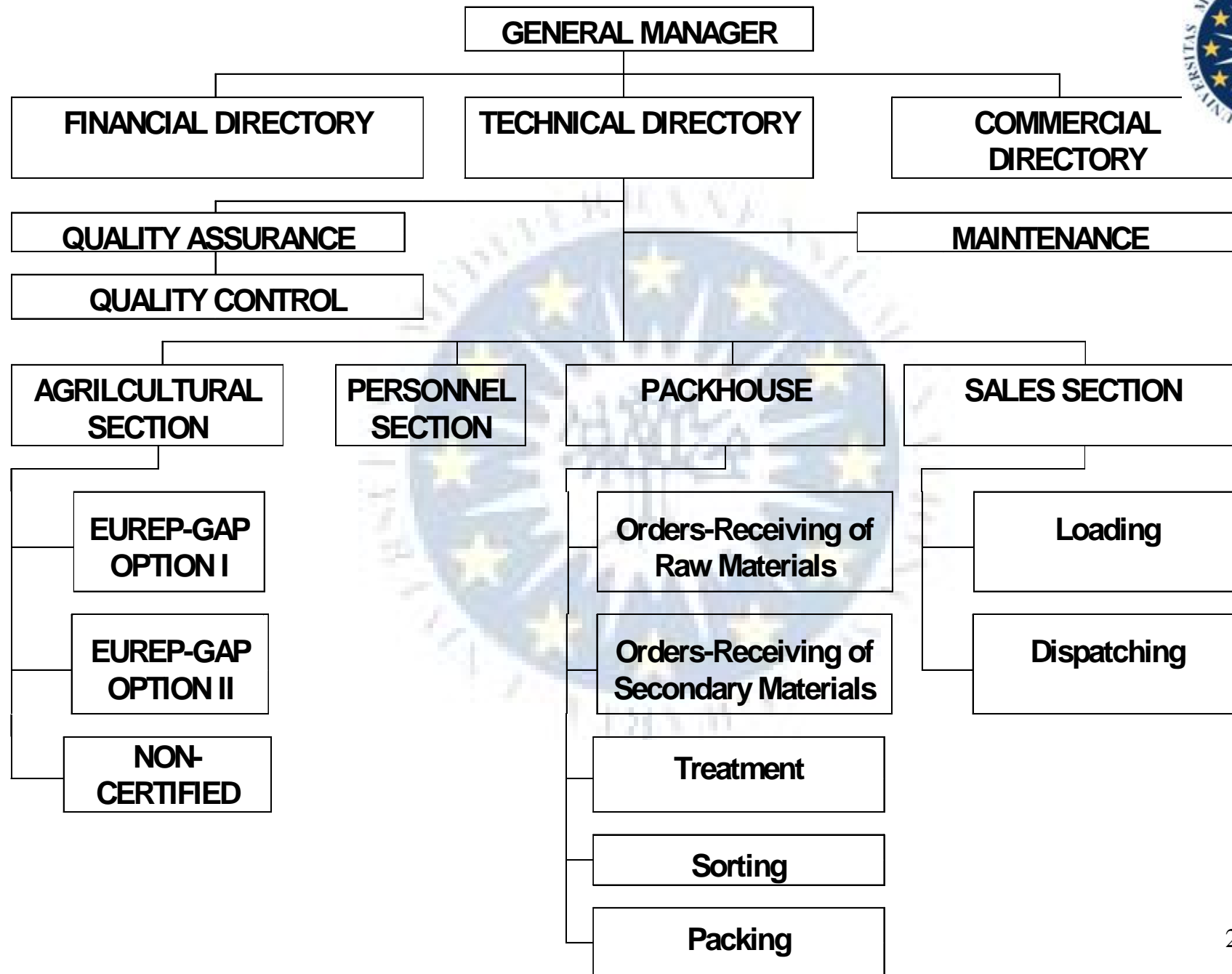
| Result           | Explanation                                | Awarded scores                                             |
|------------------|--------------------------------------------|------------------------------------------------------------|
| A                | Full compliance                            | 20 points                                                  |
| B                | Almost full compliance                     | 15 points                                                  |
| C                | Small part of the criterion is implemented | No « C » rank possible                                     |
| <b>K.O. (=D)</b> | The criterion is not implemented           | <b>50 %</b><br>of possible total amount will be subtracted |

HACCP Analysis.....

Management Commitment .....

General Traceability.....

Corrective actions.....







|                                           |                         |                                            |
|-------------------------------------------|-------------------------|--------------------------------------------|
| <b>COMPANY NAME</b>                       |                         |                                            |
| <b>HYGIENE, SAFETY AND QUALITY MANUAL</b> |                         |                                            |
| <b>Chapter<br/>M.H.03</b>                 | <b>THE HACCP SYSTEM</b> | Issue: 01<br>Page 1 of 1<br>Valid:01/10/04 |
| Compilation: QA Manager                   |                         | Approval: Gen. Manager                     |

Introduction:



| INCIDENT HANDLING               |                                                                                        |          |                                                   |                                        |
|---------------------------------|----------------------------------------------------------------------------------------|----------|---------------------------------------------------|----------------------------------------|
| DESCRIPTION                     | IMMEDIATE ACTION                                                                       | PRIORITY | NOTIFICATION                                      | GUIDANCE DOCUMENTS                     |
| FIRE                            | Alarm, Evacuation                                                                      | High     | Authorities, Safety Manager                       | Legislation                            |
| EARTHQUAKE                      | Evacuation                                                                             | High     | Authorities                                       | Legislation                            |
| GLASS OR HARD PLASTIC BREEAKAGE | Halt production, block products                                                        | High     | QA Manager, QC Supervisor, Maintenance Supervisor | Δ.HQ.170, Δ.HQ.180, Δ.HQ.340, Δ.HQ.410 |
| METAL FILINGS                   | Halt production, block products                                                        | High     | QA Manager, QC Supervisor, Maintenance Supervisor | Δ.HQ.170, Δ.HQ.180, Δ.HQ.340, Δ.HQ.410 |
| FLOOD                           | Halt production, block products, determination of origin, premises cleaning/sanitation | Medium   | QA Manager, QC Supervisor, Maintenance Supervisor | Δ.HQ.170, Δ.HQ.180, Δ.HQ.340, Δ.HQ.410 |
| COOLING EQUIPMENT BREAKDOWN     | Halt production, block products                                                        | High     | QA Manager, QC Supervisor, Maintenance Supervisor | Δ.HQ.170, Δ.HQ.180, Δ.HQ.340, Δ.HQ.410 |
| PRODUCTION EQUIPMENT BREAKDOWN  | Halt production, block products                                                        | High     | QA Manager, QC Supervisor, Maintenance Supervisor | Δ.HQ.170, Δ.HQ.180, Δ.HQ.340, Δ.HQ.410 |



|                                        |                                           |        |                                            |                                                         |
|----------------------------------------|-------------------------------------------|--------|--------------------------------------------|---------------------------------------------------------|
| CRATES OR<br>CARTONS FALL<br>OFF PALET | Halt production,<br>block products        | Medium | QA Manager, QC Supervisor,                 | ΔHQ.170,<br>ΔHQ.180,<br>ΔHQ.340,<br>ΔHQ.410             |
| INSECT OR<br>RODENT BITE               | First aid, medical<br>attention if needed | High   | Management, Safety Officer                 | Legislation,<br>ΔHQ.410                                 |
| LIGHT INJURY                           | First aid, medical<br>attention if needed | Medium | Management, Safety Officer                 | Legislation,<br>ΔHQ.410                                 |
| SERIOUS<br>INJURY                      | Medical attention                         | High   | Management, Safety Officer,<br>Authorities | Legislation,<br>ΔHQ.410                                 |
| CHEMICAL<br>SPILLAGE                   | Alarm, Evacuation                         | High   | Management, Safety Officer,<br>Authorities | Legislation                                             |
| NON-<br>CONFORMING<br>PRODUCT          | Halt production,<br>block products        | High   | QA Manager, QC Supervisor,<br>Management   | ΔHQ.170,<br>ΔHQ.180,<br>ΔHQ.190,<br>ΔHQ.340,<br>ΔHQ.410 |



| <b>PEST CONTROL FORM</b>       |                             |    |         |    |         |    |         |    |         |    |
|--------------------------------|-----------------------------|----|---------|----|---------|----|---------|----|---------|----|
| YEAR:                          |                             |    |         |    |         |    |         |    | PAGE    |    |
| <b>RODENT TRAPS</b>            |                             |    |         |    |         |    |         |    |         |    |
| DATE OF BAITING                |                             |    |         |    |         |    |         |    |         |    |
| DATE                           |                             |    |         |    |         |    |         |    |         |    |
| TRAP NO                        | <b>OBSERVATIONS/ACTIONS</b> |    |         |    |         |    |         |    |         |    |
|                                |                             |    |         |    |         |    |         |    |         |    |
|                                |                             |    |         |    |         |    |         |    |         |    |
| <b>ELECTRIC INSECT KILLERS</b> |                             |    |         |    |         |    |         |    |         |    |
| DATE OF LAMP CHANGE            |                             |    |         |    |         |    |         |    |         |    |
| DATE                           | TRAP NO.                    |    |         |    |         |    |         |    |         |    |
|                                | INSECTS                     |    | INSECTS |    | INSECTS |    | INSECTS |    | INSECTS |    |
|                                | KIND                        | NO | KIND    | NO | KIND    | NO | KIND    | NO | KIND    | NO |
|                                |                             |    |         |    |         |    |         |    |         |    |
|                                |                             |    |         |    |         |    |         |    |         |    |
| <b>SIGNED</b>                  |                             |    |         |    |         |    |         |    |         |    |



| <b>TEMPERATURE MONITORING</b> |      |                |                |                  | <b>PAGE</b> |
|-------------------------------|------|----------------|----------------|------------------|-------------|
| COOL ROOM                     |      |                |                | THERMOMETER No   |             |
| ACCEPTABLE T RANGE:           |      |                |                |                  |             |
| DATE                          | TIME | TEMPERATURES   |                | COMMENTS/ACTIONS | OPERATOR    |
|                               |      | T(min)<br>(°C) | T(max)<br>(°C) |                  |             |
|                               |      |                |                |                  |             |
|                               |      |                |                |                  |             |
|                               |      |                |                |                  |             |



## WATER TREATMENT

| DATE                       | TIME | O <sub>2</sub> | FILTER CLEANING |  |  |  | TANK<br>CLEANING | COMMENTS/<br>ACTIONS | OPERATOR |
|----------------------------|------|----------------|-----------------|--|--|--|------------------|----------------------|----------|
|                            |      | (ppm)          |                 |  |  |  |                  |                      |          |
|                            |      |                |                 |  |  |  |                  |                      |          |
|                            |      |                |                 |  |  |  |                  |                      |          |
|                            |      |                |                 |  |  |  |                  |                      |          |
|                            |      |                |                 |  |  |  |                  |                      |          |
|                            |      |                |                 |  |  |  |                  |                      |          |
| SIGNATURE OF QC SUPERVISOR |      |                |                 |  |  |  |                  |                      |          |



| SCALES<br>No. | REPEATABILITY |      |     |       | WT. ADDITION |      |     |       | ECCENTRIC<br>LOADING |          |     |       | COMMENTS | DATE     | SIGN |
|---------------|---------------|------|-----|-------|--------------|------|-----|-------|----------------------|----------|-----|-------|----------|----------|------|
|               | No.1          | No.5 | M   | RSD   | No.1         | No.5 | M   | RSD   | No.<br>1             | No.<br>5 | M   | RSD   |          |          |      |
| 01            | 500           | 500  | 502 | 0.80% | 550          | 550  | 552 | 0.72% | 500                  | 500      | 504 | 0.97% |          | 11/03/03 |      |
| 02            | 500           | 500  | 506 | 0.97% | 560          | 560  | 556 | 0.88% | 500                  | 500      | 504 | 0.97% |          | 11/03/03 |      |
| 03            | 500           | 500  | 504 | 0.97% | 550          | 540  | 548 | 0.73% | 500                  | 500      | 502 | 0.80% |          | 11/03/03 |      |
| 04            | 500           | 500  | 500 | 0.00% | 550          | 550  | 552 | 0.72% | 510                  | 500      | 500 | 1.26% |          | 11/03/03 |      |



| PERSONAL HYGIENE MONITORING |           |            |                     |            |                             |            |              |            | PAGE     |        |
|-----------------------------|-----------|------------|---------------------|------------|-----------------------------|------------|--------------|------------|----------|--------|
| Date                        | Jewellery |            | Protective Clothing |            | Abrasions/<br>Skin Diseases |            | Hand Washing |            | Comments | Signed |
|                             | Checks    | Violations | Checks              | Violations | Checks                      | Violations | Checks       | Violations |          |        |
|                             |           |            |                     |            |                             |            |              |            |          |        |
|                             |           |            |                     |            |                             |            |              |            |          |        |
|                             |           |            |                     |            |                             |            |              |            |          |        |



## PERSONNEL TRAINING AND AUTHORISATION



**NAME: JOHN DOE**

**POSITION: QUALITY ASSURANCE MANAGER**

**STARTED: 07/06/02**

| SUBJECT                                                                                                   | START DATE | COMPL. DATE | TRAI-NEE | TRAI-NER | DATE AUTH. | SUPER. SIGN. |
|-----------------------------------------------------------------------------------------------------------|------------|-------------|----------|----------|------------|--------------|
| HACCP principles, CCP handling (M.H.03, M.H.10, Δ.H.350)                                                  | 07/06/02   | 08/06/02    |          |          | 07/08/02   |              |
| BRC principles (M.HQ.01, M.HQ.02)                                                                         | 07/06/02   | 08/06/02    |          |          | 07/08/02   |              |
| Internal Audits (M.HQ.12, Δ.HQ.130)                                                                       | 01/08/02   |             |          |          |            |              |
| Nonconformances, cause analysis, preventive and corrective actions (M.HQ.14, M.HQ.15, Δ.HQ.170, Δ.HQ.180) | 01/08/02   | 07/08/02    |          |          | 07/08/02   |              |
| Traceability and calibration (M.HQ.11)                                                                    | 07/06/02   | 01/08/02    |          |          | 07/08/02   |              |
| Document control, records (M.HQ.04, Δ.HQ.110, Δ.HQ.120)                                                   | 01/08/02   | 02/08/02    |          |          | 07/08/02   |              |
| Purchasing, supplier evaluation (M.HQ.08, Δ.HQ.310)                                                       | 01/08/02   | 02/08/02    |          |          | 07/08/02   |              |
| Sample collection and handling (Δ.HQ.330)                                                                 | 01/08/02   | 02/08/02    |          |          | 07/08/02   |              |